

**NASHVILLE DISTRICT POLICY**  
**ON THE PREVENTION OF SEXUAL HARASSMENT**

Sexual harassment is a violation of the law and inappropriate behavior in the workplace. Thus, it is the policy of the Nashville District that physical acts and other conduct of a sexual nature will not be tolerated in a work or duty-related environment. This policy applies to women and men, and civilian and military employees.

The following are **examples** of inappropriate sexual acts or conduct: letters, telephone calls, or distribution or display of materials of a sexually explicit, suggestive nature; deliberate touching, leaning over, cornering, or pinching; sexually suggestive looks or gestures; requests, suggestions, or pressure for sexual favors; sexual teasing, jokes, remarks, questions, or other sexually offensive comments; and pressure for a dating or personal relationship.

Individuals who are recipients of inappropriate sexual conduct should promptly and clearly communicate that the behavior is offensive and unwelcome, and report the incident to an appropriate supervisor, manager, or the EEO Office. Such conduct, whether committed by supervisors or managers, co-workers, or non-employees (contractors, visitors to the workplace, etc.), is strictly prohibited and will not be condoned.

This type of behavior in the workplace must be seriously dealt with as a management issue. Therefore, I expect supervisors and managers to proactively monitor the work environment, and act swiftly, fairly, and effectively when unacceptable conduct is **observed** or **reported**. Employees also have an obligation to report violations. Appropriate corrective and/or disciplinary action will be taken when this policy is violated, i.e., by engaging in inappropriate conduct, or failing to act upon reports of inappropriate behavior.

If we are to meet the challenges facing us in the coming years, it's essential that we be able to operate in an atmosphere of mutual trust and respect. All of us must do our part to make that happen.

//s//  
BYRON G. JORNS  
LTC, EN  
Commanding

DISTRIBUTION:  
All Nashville District Employees